

# Notice of Dissolution

**Mail to:**

IECDB

510 East 12<sup>th</sup>, Suite 1A

Des Moines, Iowa 50319

FORM

(Rev. 07/03)

**DR-3  
NOTICE OF  
DISSOLUTION****For Office Use Only**

Comm. # \_\_\_\_\_

Indexed \_\_\_\_\_

Audited \_\_\_\_\_

Computer \_\_\_\_\_

Certified Date of Dissolution \_\_\_\_\_

**COMMITTEE NAME**

Official Name of Committee	
Street	
City, State, Zip Code	
(     ) Area Code	Telephone

**WHEN TO FILE:**

The Notice of Dissolution must be filed within thirty (30) days of completion of all the following:

1. All debts, loans and obligations have been paid or transferred;
2. All campaign funds have been spent;
3. All campaign property sold or transferred (candidates only); and
4. A final report disclosing all transactions closing the committee.

For state candidates and state PACs, a final bank statement must be filed with the Notice of Dissolution or as soon as possible if the bank statement is not available at the time the Notice of Dissolution is filed.

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Signature of Candidate or Treasurer (if candidate's committee)/Signature of Chair or Treasurer (if PAC)

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Date Signed**FOR INSTRUCTIONS, SEE BACK OF FORM****This form is not applicable to statutory political committees.**

## **NOTICE OF DISSOLUTION**

### **WHEN TO FILE:**

Every committee continues to have a disclosure filing obligation until it (1) has paid or transferred all of its debts or obligations, (2) reduced its cash balance to zero, (3) if a candidate's committee, sold or transferred its campaign property, AND (4) filed a final report showing these transactions and a Notice of Dissolution form.

The Notice of Dissolution must be filed within thirty (30) days of the committee's dissolution. A copy of the final bank statement must be filed as soon as possible.

Leftover funds (including, for candidates' committees, receipts from the sale of campaign property) must be distributed according to Iowa Code section 68A.303 and rule 351 IAC 4.42.

**AM I REQUIRED TO DISSOLVE ON A DUE DATE?** No. However, if you are filing in between due dates, be sure the Notice of Dissolution is accompanied by a completed Disclosure Report Form current to the date of dissolution, even if there has been no activity since the last filing. Remember that disclosure reports are required to be filed on the respective due dates until such time as the Notice of Dissolution has been received.

### **WHAT ABOUT CAMPAIGN PROPERTY?**

The final report for a candidate must show disposition of campaign property with a value of \$100 or more on Schedule H. PACs are not required to file a Schedule H.

**NOW THAT I HAVE DISSOLVED THE COMMITTEE, MAY I THROW OUT MY RECORDS?** No. The committee must preserve the records for five years or three years from the certified date of dissolution of the committee.

**REMEMBER: A COMMITTEE CONTINUES TO HAVE FILING RESPONSIBILITIES EVEN THOUGH IT HAS A ZERO CASH BALANCE AND NO ACTIVITY IN THE REPORTING PERIOD. THE OBLIGATION TO FILE DOES NOT CEASE UNTIL THE FINAL REPORT AND THE NOTICE OF DISSOLUTION ARE FILED AND ACCEPTED (CERTIFIED) BY THE BOARD.**